



**UNITED STATES PROBATION OFFICE
WESTERN DISTRICT OF KENTUCKY**

VACANCY ANNOUNCEMENT

Announcement # KYWP 2016-02

OPENING DATE: April 1, 2016

CLOSING DATE: April 29, 2016

LOCATION: U.S. Probation Office (Louisville)

POSITION: DEPUTY CHIEF UNITED STATES PROBATION OFFICER - Type II

SALARY RANGE: JSP 14 to 16, Based on qualifications and experience (promotion capability to JSP 16 without further competition)
\$99,785 - \$170,400

Introduction

The Western District of Kentucky currently has five U.S. District Judges (two of whom are senior Judges). We also have four Magistrate Judges. The district has courthouses in Paducah, Owensboro, Bowling Green, and Louisville (as well as two military bases in Fort Campbell and Fort Knox), and separate satellite probation offices in Bowling Green, Owensboro, Paducah, and Clarksville, Tennessee.

The Deputy Chief (Type II) will have district-wide responsibilities. The incumbent will oversee the district-wide court and supervision services and provide other needed administrative and management services. These services will consist of direct supervision of the Supervising U.S. Probation Officers and oversight for the continuity, training, and overall quality of the investigative and supervision services provided for the Court. Other duties include administrative functions in support of the district.

The Deputy is the “alter ego” of the Chief and serves in the Chief’s capacity during absences of the Chief. A strong collaborative relationship is required.

Responsibilities Of This Position Include, But Are Not Limited To:

- Participates in the organization and management of the office to ensure expeditious handling of investigative work for the Court, institutions, and parole authorities, and the effective supervision of defendants and offenders.

- Ensures the accountability and development of the management team and staff in the performance of their duties.
- Assists the Chief Probation Officer in the formulation, implementation, and modification of probation and parole policies in the district.
- Assists the Chief Probation Officer in managing the district's budget.
- Assists in the selection of professional and clerical personnel for appointment.
- Participates in systematic analysis of performance for all subordinates.
- In consultation with the Chief, develops, leads, implements and manages programs and projects.
- Supervises administrative work to include inventorying and ordering equipment and supplies, preparing statistical reports, and personnel papers, maintaining files and records, and disposing records.
- Assists in estimating personnel, space allocation, travel expenses, and purchases of services, equipment, and supplies.
- Assists in establishing and maintaining cooperative relationships with all components of the criminal justice system to include Federal, state, and local law enforcement, correctional, and social service agencies.
- Assists in promoting and maintaining conditions which encourage staff loyalty, enthusiasm, and morale.
- Recommends and develops training programs and supports training opportunities for staff; encourages, mentors, and ensures continuous professional development and learning.
- Participates in public relations which explain correctional services to the community.
- Confers with judges, attorneys, and other interested parties to interpret office policy and procedures.
- Monitors community issues and events with a special focus on alleviating hazardous office and field incidents.
- Occasionally, deputy chief probation officers may perform the duties of a probation or pretrial services officer or supervising probation or pretrial services officer.
- Collaborates with key IT staff to increase agency's effectiveness through technology. Assists in planning for future technology needs and coordinates these plans with anticipated workload trends and best serves the interest of the district.

Qualifications

To qualify for a position of Deputy Chief Probation Officer Type II at JSP 14, 15 or 16, a person must have a bachelor's degree from an accredited college or university and possess the following years of specialized experience, one of which must have been at the next lower grade level or its equivalent.

JSP Grade Level	Years of Specialized Experience
14 (CL 30 Equivalent)	6 (including 1 year of experience at or equivalent to CL 29 or JSP 13)
15 (CL 30 Equivalent)	7 (including 1 year of experience at or equivalent to CL 30 or JSP 14)
16 (CL 31 Equivalent)	7 (including 1 year of experience at or equivalent to CL 31 or JSP 15)

Specialized Experience

Progressively responsible experience in the investigation, supervision, counseling and guidance of offenders in community correction or pretrial programs as required. Experience in closely allied fields such as education guidance counselor, social worker, caseworker, psychologist, substance abuse treatment specialists, and a correctional researcher may constitute a portion of the specialized experience. Experience in police officer, FBI agent, customs agent, marshal or similar positions do not meet the requirements of specialized experience. Specialized experience must be earned after the bachelor's degree has been granted.

Education Substitutions

Completion of one academic year (30 semester or 45 quarter hours) of graduate study in one of the social sciences may be substituted for one year of the specialized experience; or, completion of a master's degree or two years graduate study (60 semester or 90 quarter hours) in an accredited university in one of the social sciences or a Juris Doctor (JD) degree may be substituted for two years of the specialized experience.

Note: A degree which relies primarily upon credit for life experience rather than academic course work is not considered qualifying for substitution of educational experience for actual work experience under this section.

Preferred Qualifications

Additional qualifications, skills, and experience preferred:

- A graduate degree in a closely related field or juris doctorate.
- Previous supervisory/management/leadership experience, education, or training relevant to U.S. Probation Office operations.
- Direct management experience in developing, implementing and administering comprehensive results-oriented, evidence-based programs, practices and policies for post-conviction offenders under probation or supervised release.
- Experience in budgeting (i.e., budget creation, review and oversight) and financial management (including internal controls and internal audits), staffing, and human resource functions, long and short- range planning, and oversight of information technology.

Maximum Entry Age

In order to be included under federal law enforcement officer provisions, an individual would have to meet “maximum entry age provisions as follows”: First time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment.

For an applicant with previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees’ Retirement System and either a subsequent break in service or intervening service in a non-law enforcement officer position, the maximum entry age is increased by adding the number of years of previous law enforcement experience to 37. For example, for a candidate with five years of creditable previous law enforcement experience, the maximum entry age would be 42.

Required Clearances

As a condition of employment, the selectee must have completed a successful background investigation, which is required for employment. Reinvestigations are conducted every 5 years. The incumbent will undergo random drug screening throughout the term of employment. The incumbent, as deemed necessary by management for reasonable cause, also may be subject to subsequent fitness-for-duty evaluations.

Application Process

Applicants must be citizens of the United States of American or be eligible to work in the United States.

Qualified applicants should submit a resume, an AO 78 - Application for Judicial Branch Federal Employment (a copy of the application can be located at <http://www.kywp.uscourts.gov/>, cover letter, salary history, three professional references, and a strategic plan (as outlined below):

- ❖ Describe why reentry services are important to the successful reintegration of offenders into the community. Provide a strategic plan, to include reentry initiatives that we should consider undertaking, to strengthen our district’s reentry services.

Here is some insight into the Western District of Kentucky to help you with this task:

In the Western District of Kentucky, we have a Residential Reentry Center in Louisville, one in Bowling Green, Kentucky housed in the local jail, and three (3) in neighboring states. This presents challenges which we are overcoming via use of video conference. In general, our current reentry activities consist of the following: Post-conviction supervision officers are assigned cases while offenders are in Bureau of Prisons (BOP) custody. The officers are required to meet with the offenders and open the cases at the 120-day date prior to the offenders’ release to a term of supervision. Officers complete a home visit at the pre-release phase. Officers do not complete the Post-Conviction Risk Assessment (PCRA) until preparing the Initial Case Supervision Plan (ICSP). Please outline your ideas for improving our reentry services by operationalizing those ideas into a strategic plan.

The application packet should be mailed to the below address or electronically to the email address no later than April 29, 2016:

U.S. Probation Office
Attn: Human Resources
400 Gene Snyder U.S. Courthouse
601 W. Broadway
Louisville, KY 40202-2277

-or-

employment@kywp.uscourts.gov

NOTE: If you choose to submit your application electronically, please include all of the material as one complete pdf attachment.

Applicants selected for interviews must travel at their own expense.

The U.S. Probation Office reserves the right to amend or withdraw any announcement without written notice to applicants.

This position is subject to mandatory Electronic Fund Transfer participation for payment of net pay.

The U.S. Probation Office is an Equal Opportunity Employer.

All court employees, including U.S. Probation Officers, are in the excepted service and are required to adhere to the Code of Conduct for Judicial Employees which is available for review upon request. Probation Officers may be removed by the Court for unacceptable performance, misconduct, or other cause pursuant to 18 U.S.C. § 3602(a).